

NEVADA DEPARTMENT OF CORRECTIONS	SERIES 400 GENERAL ADMINISTRATION	SUPERCEDES: IB 91-98 (12/24/91) AR 402 (12/01/88)
ADMINISTRATIVE REGULATIONS MANUEL	ADMINISTRATIVE REGULATION 402 EMERGENCY MOBILIZATION OF OFF DUTY STAFF TEMP	EFFECTIVE DATE: 12/17/03

TABLE OF CONTENTS

	<u>PURPOSE</u>	
	<u>AUTHORITY</u>	
	<u>RESPONSIBILITY</u>	
	<u>DEFINITIONS</u>	
	<u>APPLICABILITY</u>	
	<u>PROCEDURES</u>	
<u>402.01</u>	DECISION TO ACTIVATE	
<u>402.02</u>	RECALL ROSTERS	
<u>402.03</u>	CRITERIA FOR ROSTERS	
<u>402.04</u>	ACTIVATING RECALL	
<u>402.05</u>	STAFF HOME TELEPHONE	
	<u>REFERENCES</u>	
	<u>MANDATORY REVIEW DATE</u>	<u>08/08/04</u>

PURPOSE

To establish guidelines for the mobilization of off duty staff during an emergency.

AUTHORITY

NRS 209.131

RESPONSIBILITY

It shall be the responsibility of the Associate Warden of Operations, or their designee, to maintain a current emergency recall roster for each institution.

Camp or Facility Managers, or their designee, will maintain emergency recall rosters for their facilities.

DEFINITIONS

None

PROCEDURE

402.01 DECISION TO ACTIVATE

1.1 The decision to activate the recall procedure is the responsibility of the Shift Commander.

1.2 The recall rosters will be divided into the following categories with the names listed on the rosters alphabetically:

- Lieutenants and Sergeants; and
- Specialty Groups, i.e. SRT, Crisis Negotiators, Tracking team; and
- Line Uniformed Staff.

1.3 Wardens, Associate Wardens, or Managers shall be notified in accordance with emergency response procedures, and will not be listed on the emergency recall lists.

1.4 Due to the differing natures of emergency recalls, all staff shall be listed on the appropriate ranked recall list (Lieutenants and Sergeants or line staff) as well as any specialty list as may be appropriate.

402.02 ACTIVATING RECALL

1.1 When the Shift Commander so orders, the Main Control Officer, or other officer as designated by the Shift Commander, will begin the recall process, calling staff from the rosters in the following order:

- Lieutenants and Sergeants;
- Specialty groups as indicated by need, and as directed by the Shift Commander; and
- Line Uniformed Staff

402.3 STAFF HOME TELEPHONE

1.1 As outlined in the Department's Administrative Regulation 337, the officer's Shift Commander will be immediately notified of any changes in the officer's home telephone number.

1.2 The Shift Commander shall maintain all necessary recall lists for their shift.

1.3 These recall lists are not to be made public in any way.

1.4 The Associate Warden of Operations/designee will ensure that all lists are maintained in a current status, and distributed to all appropriate locations within the the institutions or facilities/camps.

REFERENCES

None

ATTACHMENTS

None

Jackie Crawford, Director

Date

CONFIDENTIAL

Yes

XX
No

THIS PROCEDURE SUPERSEDES ALL PRIOR WRITTEN PROCEDURES ON THIS SPECIFIC SUBJECT.